Newcastle City Council **Person Specification**

SEND Employment Officer

Part A
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Good working knowledge of the SEND reforms and particularly the focus on preparation for adulthood including the development of employment pathways for young people with high needs
- Experience of working with young people with SEND and ideally learning-disabled adults.
- Experience of facilitating and supporting participants with complex and / or multiple barriers to success in employment.
- Experience of working with internal and external partners to jointly support participant progression, including businesses / employers, health and social care professionals and public and voluntary sector organisations.
- Strong track record of successfully working to targets.
- A collaborative approach demonstrating mutual trust and support, within the council and with partners.
- Able to focus on internal and external customers, being innovative, creative and open to ideas and challenge, whilst also being committed to individual learning and development.
- Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.
- Ability to interrogate detail and see how this links to the big picture.
- An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
- Plan and prioritise diverse workloads to meet tight deadlines.
- Communicate effectively, orally and in writing, with a diverse range of people.
- Understanding of national policies, statutory requirements, relevant frameworks, and technical standards in relation to corporate data infrastructure.
- Demonstrate an understanding of the Council's Equalities policy.

Part B
The following criteria will be further explored at the interview stage:
- Experience of working with young people and/or adults with disabilities
- Approach to managing workload to meet deadlines
- Communication and interpersonal skills
- Approach to embedding Equalities Policy in your day-to-day role
- Approach to embedding ICT security within your day-to-day role